

Module IV, Chapter 2

Self Service My Workplace

Accessing My Employee Information

Introduction

The Self Service Manager “My Workplace” module provides managers with the ability to view information on their employees. The following pages provide a brief overview of the functionality.

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Accessing “My Workplace”

After logging into Self Service, select My Workplace, function.

 [My Employee Information](#)

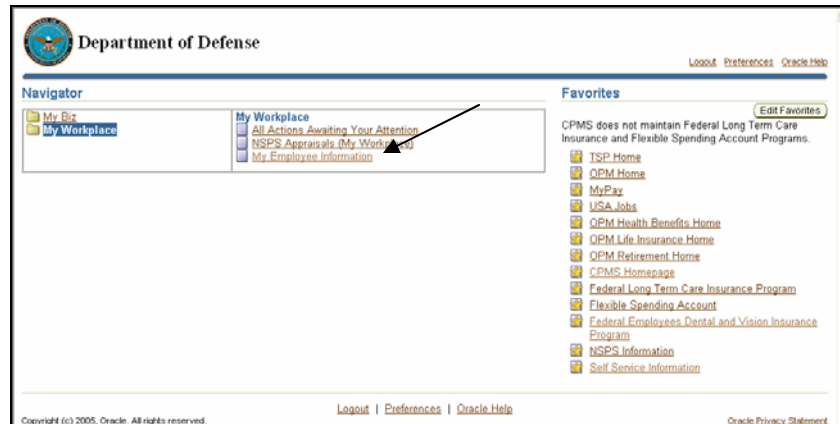


Figure 1


The screen displays all employees that are supervised by the manager. In this example, a manager supervises the employee listed below her name. To view information related to an employee, select the employee name by clicking on it.

My Employee Information							
Appointment Position Personal Salary Awards and Bonuses Performance							
Focus Name	Position	Organization	Grade	Job	Assignment Status	Assign Start D	
<div>Manager</div> <div>▼ Manager, First, Last Name</div>	90X08.TRAINING SPECIALIST.73888.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)	Active Appointment	05-Mar-	<div>Employees, includes vacant positions.</div>
Vacant Position	90X08.TRAINING SPECIALIST.73889.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)			
Vacant Position	90X08.TRAINING SPECIALIST.73890.AF1L.APPR	92 SERVICES SQ AF1LFC1LF2NV01	GS-09	Training Instruction (1712)			

Figure 2

Accessing “My Employees’ Information”

Displays the employees’ current position information. This information is viewable from any tab selected.



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[Home](#)
[Logout](#)

[My Employee Information](#) >

Employee Last Name, First Name


GENERAL INFO: The information is current as of today's date.

Organization	92 SERVICES SQ AF1LFC1LF2NV01	Job	Training Instruction (1712)
Position	90X08.TRAINING SPECIALIST.73888.AF1L.APPR	Grade	GS-09
Total Pay	46,732.00 USD		

Figure 3

Show/Hide Information

Show








Details	Effective Date	Grade	Step or Rate
 Show	05-Mar-2005	GS-09	06
 Show	22-Sep-2004	GS-11	06

Figure 4

A “Show” link will be displayed when there is additional information available for display. Click  to open the folder and view the additional data elements. Once you finish viewing the information, click  to close the folder.

Hide




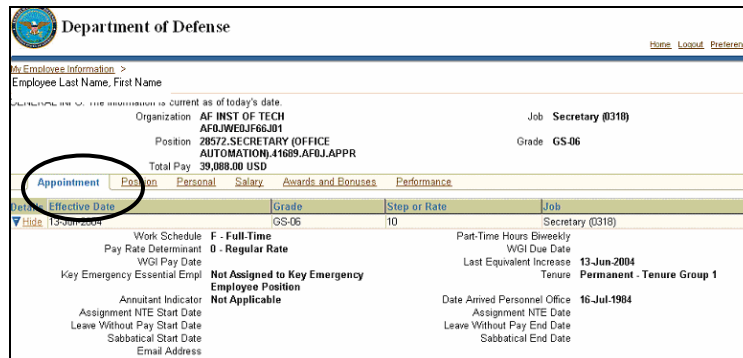
Appointment	Position	Personal	Salary	Awards and Bonuses	Performance
Details	Effective Date	Grade	Step or Rate		
 Hide	05-Mar-2005	GS-09	06		
Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date 16-Mar-2008 Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position Annuitant Indicator Not Applicable					

Figure 5

Information Tabs - The following is a list of Tabs and their associated information.

Appointment Information Tab contains your employee’s current appointment information.



Department of Defense

Home Logout Preferences

My Employees Information >

Employee Last Name, First Name

Organization AF INST OF TECH
AFOLWEDJF66J01
Position 28572.SECRETARY (OFFICE
AUTOMATION) 41689.AFBJAPPR
Total Pay 39,088.00 USD

Job Secretary (GS10)
Grade GS-06

Appointment Position Personal Salary Awards and Bonuses Performance


Details	Effective Date	Grade	Step or Rate	Job
 Hide	13-Jun-2004	GS-06	10	Secretary (GS18)
Work Schedule F - Full-Time Pay Rate Determinant 0 - Regular Rate WGI Pay Date Key Emergency Essential Empl Not Assigned to Key Emergency Employee Position Annuitant Indicator Not Applicable Assignment NTE Start Date Leave Without Pay Start Date Sabbatical Start Date Email Address				
Part-Time Hours Biweekly WGI Due Date Last Equivalent Increase 13-Jun-2004 Tenure Permanent - Tenure Group 1 Date Arrived Personnel Office 16-Jul-1984 Assignment NTE Date Leave Without Pay End Date Sabbatical End Date				

Figure 6

Awards and Bonuses Information Tab displays your employee's award and bonus information.

Department of Defense

My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization: 92 SERVICES SQ
AF1LFC1LF2NV01
Position: 90X08. TRAINING
SPECIALIST.73888.AF1LAPPR
Total Pay: 48,732.00 USD

Job: Training Instruction (1712)
Grade: GS-09

Appointment Position Personal Salary **Awards and Bonuses** Performance

Award Details

Effective Date	Award Type	Amount or Hours	Award Percentage	Award Agency
30-Jun-2002	Time Off Award	16		Department of Defense
16-Jun-2002	Performance Award	2000		Department of Defense
07-Apr-2002	Special Act or Service Award	250		Department of Defense

Figure 10

Performance Information Tab displays your employee's performance appraisal information.

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My Employee Information >

Employee Last Name, First Name

GENERAL INFO: The information is current as of today's date.

Organization: 92 SERVICES SQ
AF1LFC1LF2NV01
Position: 90X08. TRAINING
SPECIALIST.73888.AF1LAPPR
Total Pay: 48,732.00 USD

Job: Training Instruction (1712)
Grade: GS-09

Appointment Position Personal Salary Awards and Bonuses **Performance**

Details Appraisal Start Date Appraisal End Date Appraisal Type Rating of record

Hide	04-Jul-2004		A - Annual Appraisal	5 - Exceptional, Outstanding, Superior, Successful Level 1 or Equiv
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Date Due
Performance Rating Points
Unit
Office Symbol
Grade
Optional Information: 999999999

Date Initial Appraisal Due
Date Appraisal Period Ends: 31-Mar-2003
Organization Structure ID
Pay Plan
Appraisal System Identifier

Figure 11